

# CITY OF MILWAUKIE

## CLASSIFICATION: POLICE OFFICER

Department: Police Department:  
Location: Public Safety Building

Grade Number: 12.5(73)  
Union: MPEA

FLSA: Non-exempt  
EEO Category 4: Public Safety

## DESCRIPTION:

Provides proactive patrol and presence for crime prevention and public safety by responding to requests for information and assistance, investigating criminal activity, making arrests, ensuring proper enforcement of laws and regulations and working with people to solve problems associated with crime and community livability issues. Provides emergency aid, security and protection of life and property. Works with citizens, businesses, and other community participants to meet the mission, vision, and goals of the City and the Police Department often through partnerships. This position reports through the chain of command to the Police Chief.

## DUTIES AND RESPONSIBILITIES:

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Active patrol and interaction with public to detect and prevent crime and enhance community livability and public safety. Observes, reports, and acts on conditions conducive to crime and danger. Issues citations, makes arrests, or takes other action as warranted by circumstances. Works on assigned shift on a rotating basis.
2. Responds to and handles difficult and emergency situations.
3. Responds to scenes of crimes; administers first-aid and requests medical services as necessary; takes statement and interviews victims and witnesses; examines situation; records vital information regarding causes and circumstances.
4. Uses independent judgment to define contemporary police response and define course of action to solve community problems.
5. Physically detains law violators or those who may be resisting arrest; activity may require physically subduing suspect, moving through heavy underbrush and trees, jumping fences, climbing onto or into buildings. Activity may require using deadly force to protect self or others.
6. Investigates and renders assistance at scene of vehicular accidents. Summons other first aid providers and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Performs on-site tests and interrogations of suspects and witnesses to crimes.
7. Enforces state and local laws and ordinances.
8. Investigates crimes and public safety issues.
9. Demonstrates a commitment to community oriented police work, and assists citizens to solve community livability issues. Performs community liaison activities, and educates the public about crime prevention through community based presentations and discussions.
10. Prepares all forms and reports necessary to file felony and misdemeanor charges. Provides written documentation by preparing computer generated typed reports. Prepares criminal cases for

**POLICE OFFICER**  
**PAGE 2 OF 5**

prosecution. Testifies in legal proceedings.

11. Refers non-criminal situations to appropriate source and provides assistance as appropriate.
12. Attends and participates in community and neighborhood meetings.
13. Maintains departmental equipment, supplies and facilities.
14. Maintains positive public relations with citizens and is responsive to citizens needs.
15. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
16. Performs other duties as required.

**The following are duties specific to particular assignments. Although a person may be assigned to one of the following positions they are still responsible for performing all the regular duties of a Police Officer.**

DETECTIVE: Serves on the Criminal Investigation Unit. Primary focus is on investigating criminal activity.

FIELD TRAINING OFFICER: Serves on the Training Division working with the FTEP and EVOC programs.

MOTORCYCLE OFFICER: Serves on the traffic patrol unit assigned to patrol on motorcycle.

CRIMINALIST: Processes and tests evidence and manages the property room.

PUBLIC INFORMATION OFFICER: Responds to inquiries from the media and develops press releases about activities related to the Police Department.

SCHOOL RESOURCE OFFICER: Patrols, investigates, and performs community policing activities at the schools within the City.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**A. Education:**

- i) High School Diploma or GED required;
- ii) Desirable to supplement education with a four (4) or two (2) year college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or related field; or
- iii) Any equivalent combination of education and experience.

**B. Training:**

- i) Must possess or be able to successfully complete within probationary period a State of Oregon DPSST Academy Basic Certificate, successfully complete advanced academy training, the Milwaukie Field Training Officer Program, and any specialized training provided through the Milwaukie Police Department.
- ii) Must possess or be able to obtain within probationary period the following

**POLICE OFFICER**  
**PAGE 3 OF 5**

certifications:

- L.E.D.S. certification for access
- Intoxylizer
- First aid
- CPR

**2. Prior Experience:**

**a) Work Experience:**

- i) Two (2) years prior work experience in a related field; or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- ii) Some skill in operating the tools and equipment listed below and skill in observation and remembering details such as names faces, and incidents.
- iii) Ability to learn and apply the applicable laws, ordinances, department rules and regulations, principles, and techniques of community policing, modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- iv) Ability to learn to skillfully and safely use firearms and other police-related tools and equipment.
- v) Ability to maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- vi) Ability to communicate effectively orally and in writing.
- vii) Ability to present evidence in court effectively; skill in observation and remembering details such as names, faces and incidents.
- viii) Ability to exercise sound judgment in evaluating situations quickly and objectively and to recognize actual and potential dangerous situations and to determine proper course of action.
- ix) Ability to balance the authority of the position with service to the community.
- x) Ability to read and comprehend complex laws, ordinances, plans and orders.
- xi) Ability to use computer systems and programs.
- xii) Ability to learn the City's geography.
- xiii) Ability to establish and maintain effective working relationships.
- xiv) Ability to work as a team member.
- xv) Ability to perform the essential functions of the job.

**3. Special Requirements:**

- a) Must be a US citizen at time of employment.
- b) Must be 21 years or older at time of employment.
- c) Must possess, or be able to obtain by time of hire, a valid area State Driver's License.
- d) Ability to meet Department's and Oregon Department of Public Safety Standards and Training physical standards including vision requirements and Department's psychological standards.
- e) Ability to meet basic typing standards and ability to use computer including law enforcement specific programs.

**POLICE OFFICER**  
**PAGE 4 OF 5**

f) Ability to pass extensive background investigation.

**4. Tools and Equipment Used:**

- a) Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, chemical spray, handcuffs, intoxilyzer pager, taser, first aid equipment, computers and associated software, digital cameras.
- b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing and LEDS.

**5. Supervision:**

- a) This is not a supervisory classification but may provide daily work direction and job skill training to subordinate classifications such as Police Cadets or Reserves.

**6. Communications:**

- a) This classification has frequent communications with others, mainly face-to-face situations.
- b) The communications with the general public are frequently complex and often confidential. Other contacts are generally routine with some degree of complexity and occasionally of a confidential nature. Occasional contacts with other government entities and professionals such as attorneys are complex communications that are often confidential.

**7. Cognitive Functions:**

- a) The work is performed with a moderate level of independence using established and well-known procedures with some latitude. Problems needing resolution are of a moderate difficulty with precedent often available. The essential functions of the job include a moderate degree of complexity with frequent on the spot decision making with limited information. Actions could result in liability to the individual and the City.

**8. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) While performing the duties of this job, the employee works outside in all weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with firearms and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals blood borne or airborne pathogens, extreme cold, extreme heat, and vibration.
- b) The noise level in the work environment is moderate to high.
- c) May occasionally lift and/or move more than **100** pounds

**9. Resource Accountability:**

- a) This classification may make budgetary recommendations and be partially accountable for control of capital assets such as police vehicles. Persons in this classification may informally make recommendations concerning long-range operational planning.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of*

**POLICE OFFICER**  
**PAGE 5 OF 5**

*the job change.*

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